

**Emergency
Medical Services
Authority**

EMPLOYMENT OPPORTUNITY

1. RPA #	001-EMSA
ANALYST'S INITIALS	
DATE	

YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.

2. CLASS TITLE ASSOCIATE GOVERNMENTAL PROGRAM ANALYST	3. POSITION NUMBER 312-200-5393-802	4. TENURE PERMANENT	5. TIME BASE Full Time	6. CBID C01
7. OFFICE OF Emergency Medical Services Authority	9. LOCATION (CITY or COUNTY) Rancho Cordova		13. MONTHLY SALARY \$4,400.00 TO \$5,348.00	
8. SEND APPLICATION TO: Patricia Czoberek EMS Authority 10901 Gold Center Drive, Suite 400 Rancho Cordova, CA 95670	10. WORKING HOURS MON - FRI, DAYS - 8 am - 5 pm - Flexible			
	11. PUBLIC PHONE NUMBER (916) 431-3669			
	12. CALNET NUMBER		14. FILE BY 12/22/2011	

SROA and SURPLUS CANDIDATES WITH PERSONNEL EXPERIENCE ARE ENCOURAGED TO APPLY.

ESSENTIAL FUNCTIONS:

Under direction of the Staff Services Manager (SSM) I, this incumbent performs the functions of a Personnel Liaison. The incumbent will promote and be accountable for customer satisfaction and quality service and will initiate or recommend changes that promote innovative solutions to meet customer needs.

SPECIAL PERSONAL REQUIREMENTS: During emergency operations, may be required to work in EMSA's Departmental Operations Center, other governmental Emergency Operations Centers or in EMSA's field Mission Support Team to provide assistance in emergency response and recovery activities. Staff are required to complete emergency management and Incident Command System (ICS) training based on their respective roles in a response and participate in periodic departmental and statewide readiness drills and exercises.

Under these emergency operations, staff need to work effectively and cooperatively under stressful conditions with short lead times; work weekends, holidays, extended and rotating shifts (day/night); and may be required to travel statewide for extended periods of time and on short notice.

DESIRABLE QUALIFICATIONS

- Knowledge of and/or experience in the State personnel system.
- Ability to work with independence under general direction;
- Ability to handle multiple priorities effectively;
- Ability to communicate effectively and make presentations before groups
- Strong written communication skills with the ability to analyze data and independently prepare proposals and justifications
- Ability to negotiate complex, controversial, or sensitive matters under stressful conditions, and the ability to independently resolve disputes; and,
- Ability to develop effective working relationships with all levels of staff.

Who Should Apply:

- State employees who are currently at the Associate Governmental Program Analyst level or have transfer eligibility to that level.
- Persons who have Associate Governmental Program Analyst certification list eligibility.
- SROA/Surplus candidates are encouraged to apply. Surplus candidates must submit a copy of their surplus status letter.

If interested, please submit a complete, signed State Application STD Form 678 and resume to the Contact/Unit address below. Applications will be evaluated based on desirable qualifications and interviews may be scheduled.

Indicate your eligibility and write RPA 001 in Box 12 of your application.

Please include all education and experience on your application. Only the most qualified applicants will be considered.

Inquiries regarding this position may be directed to:

Patricia Czoberek or Karen DeGuire
Emergency Medical Services Authority
10901 Gold Center Drive, Suite 400
Rancho Cordova, CA 95670
(916) 431-3682 - voice
(916) 322-1441 - fax